



Administrative Offices

Recreation Division

915 Menomonie Street, Eau Claire, WI 54703
(715) 839-5032 FAX (715) 839-1685

Parks Maintenance Division

Forestry/Cemetery Division

1040 Forest Street, Eau Claire WI 54703
(715) 839-5039 FAX (715) 839-3823

April 12, 2019

Welcome to the staff of the Eau Claire Parks and Recreation Department. We are pleased to have you as a member of the Fairfax Park Municipal Pool team and/or the Indoor Aquatic Staff! The 2019 season begins in about six weeks; opening day for Fairfax is Saturday, May 25th. Swim lessons tentatively start Monday, June 10th. Enclosed is a confirmation of employment. Please look over this document carefully. This reflects approximately how many hours you can expect this summer along with your wage information. Please sign and return this document to 915 Menomonie St. Eau Claire, WI 54703 or email it back to us. This information must be received no later than **Tuesday, April 30.**

In order to prepare for the busy summer we have scheduled an orientation and training program for all staff. Attendance at all sessions of orientation for your work group (as indicated) is mandatory. **BECAUSE OF THE SIZE OF THE STAFF AND THE FEDERAL AND STATE TRAINING REQUIREMENTS INVOLVED, EMPLOYEES CANNOT AND WILLNOT BE EXCUSED FROM ANY PART OF THE TRAINING PROGRAM FOR ANY REASON.** Please read this letter carefully, know when you need to be at orientation, and what you need to bring with you to orientation.

Orientation Schedule

Sunday, May 19

Fairfax Session I

@ Fairfax Park Municipal Pool

6:00PM-8:00PM

ALL CONCESSION CASHIERS

ALL FRONT DESK CASHIERS

Wednesday, May 22

Fairfax Session II

@ Fairfax Park Municipal Pool

6:30PM-9:00PM

NEW LIFEGUARDS ONLY

Be prepared to swim

Facility Tour

Head Instructor Kick Off!

@ Hobbs 6:30 – 8:30 PM

ALL HEAD INSTRUCTORS (Subs Included)

Friday, May 24

Fairfax Session III

@ Fairfax Municipal Pool

5:00pm-9:00PM

ALL FAIRFAX & INDOOR LIFEGUARDS

Be prepared to swim

Re-certification training

Fairfax Session IV

@ Fairfax Park Municipal Pool

5:00 PM – 7:30 PM

ALL FRONT DESK CASHIERS

ALL CONCESSIONS CASHIERS

Training

Saturday, May 25

Fairfax Session V

@ Hobbs Ice Center Club Viewing Room

8:30 AM-8:50 AM

8:50 AM-10:15AM

10:15 AM-12:00PM

ALL FAIRFAX STAFF MUST ATTEND

(Lifeguards, Front Desk and Concession Cashiers)

Uniform Purchases

General Orientation

Fairfax Pool Orientation

Saturday, May 25

Fairfax Session VI

@ Fairfax Park Municipal Pool

1:00PM-7:00PM

ALL FAIRFAX & INDOOR LIFEGUARDS

Lifeguards come prepared to swim

Re-Cert Training

Fairfax Session VII

@ Fairfax Municipal Pool

2:00PM-7:00PM

***SELECT FRONT DESK AND CONCESSION
CASHIERS FOR A TRAINING SHIFT***

(You will have 1 training shift over the weekend)

Sunday, May 26

Fairfax Session VIII

@ Fairfax Park Municipal Pool

9:00 AM – 6:00 PM

ALL LIFEGUARDS

Lifeguards come prepared to swim

EAP Training

Fairfax Session IX

@ Fairfax Park Municipal Pool

2:00PM-7:00PM

***SELECT FRONT DESK AND CONCESSION
CASHIERS FOR A TRAINING SHIFT***

(You will have 1 training shift over the weekend)

Monday, May 27

Fairfax Session XI

@ Fairfax Park Municipal Pool

2:00PM-7:00PM

***SELECT FRONT DESK AND CONCESSION
CASHIERS FOR A TRAINING SHIFT***

(You will have 1 training shift over the weekend)

Wednesday, May 29

General Orientation/Uniform Purchase

@ Hobbs Ice Center Club Viewing Room

4:00-6:30PM

ALL INDOOR STAFF

That did not attend the Fairfax General Orientation

Swim Lessons Putting It All Into Action

@ Fairfax Municipal Pool (In-Water)

6:30-8:30PM

ALL SWIM INSTRUCTORS & HEAD INSTRUCTORS

******Be Prepared to GET WET!!!******

Sunday, June 2

Welcome to Indoor Aquatics

@ Hobbs Ice Center Club Viewing Room

6:00 – 8:00 PM

ALL SWIM INSTRUCTORS & HEAD INSTRUCTORS

Please Bring: 3 Ring Binder, Pen or Pencil, Planner

An information sheet on uniform requirements will be emailed to you at a later date. **Uniforms will be sold on Saturday morning only and for individuals who are not working at Fairfax at all, on Wednesday May 29. UNIFORMS WILL NOT BE SOLD AT FAIRFAX POOL.** Checks should be made payable to “City of Eau Claire”. For Lifeguards, a swimsuit order form will be attached with this letter. This must be returned to us by April 30 or you will not get a swimsuit. Suits will be able to be picked up and purchased on Saturday morning. For new employees, all new-hire paperwork will need to be completed at City Hall Prior to your first orientation session. Directions on completing new-hire paperwork will be emailed to you by May 5.

Lifeguards must bring all certification cards (Lifeguard Training, CPR-Pro, First Aid) with them to Saturday’s orientation.

The Fairfax Pool and EC Indoor Aquatics are great programs that we are very proud of. We are pleased to have you on our staff and look forward to working with you this summer.

Chad Duerkop
Program Supervisor

Kailey Knutson
Pool Specialist

Emma Lauer
Pool Specialist

Kelsey Maki
Aquatics Planner

Lindsey Gietman
Aquatics Planner

Christine Mohr
Training Specialist